



## HELLENIC REPUBLIC

Permanent Representation of Greece to NATO

Brussels, 25 October 2023

Reference Number: 5590

To the Attention of: Ricoh Belgium S.A.  
 Digital Sales  
 Email: [nadia.vander.perre@ricoh.be](mailto:nadia.vander.perre@ricoh.be)

**Subject: Request for Quote for the purchase of three (3) Multifunctional Printers (photocopier, printer, scanner) to cover the needs of the Permanent Representation of Greece to NATO**

The Permanent Representation of Greece to NATO, according to the provisions of Greek Law 4412/2016, as amended and in force, invites your company to submit a quote for the purchase of three (3) Multifunctional Printers (MFPs) (photocopier, printer, scanner), with the aim to conclude a direct awarded contract.

The three MFPS shall meet the minimum technical specifications as set forth hereinafter:

**A. Minimum Technical Specifications of the MFPs**

	Feature	Specification
<b>Printing</b>	Print speed	At least 30 ppm for the 2 MFPs At least 20 ppm for 1 MFP
	Paper size support	At least A3, A4 (preferably A5, A6, B4, B5, B6)
	Color	Required
	Duplex	Required
	Resolution (max)	1200 x 1200 dpi
<b>Scanning</b>	Color, B&W, Grayscale	Required
	Duplex in single pass	Required
	Scanning speed (single/double face)	At least 100 ipm / 200 ipm
	Supported formats	Single/multipage tiff, jpeg, pdf (at least)
	Scan mode	Scan to usb, scan to folder, scan to email
<b>Paper handling</b>	Number of trays	<ul style="list-style-type: none"> <li>• 2 trays (550 sheet capacity) for the 2 MFPs</li> <li>• 3 trays (550 sheet capacity) for the 1 MFP</li> <li>• All trays should be adjustable to support A4 and A3 formats</li> <li>• A low cabinet for the 2 MFPs</li> </ul>
	Automatic Document Feeder	At least 200 pages capacity
	Bypass	Required for all MFPs. Support of envelope and custom size paper

<b>General</b>	Image Overwrite	Required
	Usb/SD card slot	Required
	OS Support	Windows, Windows Server and Unix
	Network interface	Ethernet 10/100/1000 base Tx
	Touch Screen for operations	Required
	Sanitization of Machines and handover of their HDDs	Required

**B. The quote shall include:**

- a) Analytical description and technical specifications of the proposed MFPs
- b) The final price for the purchase including all charges (transportation, installation etc.) and VAT and shall not exceed the total estimated budget of **24.100 € (including VAT)**
- c) The total corresponding tax (VAT)
- d) Means of payment
- e) The validity period for the quote
- f) The delivery date of the equipment not exceeding 15 days from the date of contract signing
- g) The provision of installation and training on administration and configuration of the MFPs on the premises of the Permanent Representation

**C. Selection Criteria:**

- a) The quote shall meet in its entirety the technical specifications
- b) The total cost of purchase, including all expenses (transportation, installation etc.), shall not exceed the amount of **24.100 € (including VAT)** for the three MFPs

**D. Submission of the quote:**

The quote can be submitted electronically to the following email address: [greek.delegation@grdel-nato.be](mailto:greek.delegation@grdel-nato.be) no later than 8/11/2023. Submission of quotations by tenderers that had not been invited will not be considered valid.

The Permanent Representation of Greece to NATO reserves the right to request additional necessary information regarding the documentation/evaluation of the quote and the tenderer is obliged to provide. Moreover, the Permanent Representation reserves the right to cancel the procedure and repeat it with or without modification of the terms. The tenderer has no financial requirements in such a case.

**E. Before contract signing the company shall provide:**

- a) Tax and insurance information
- b) IBAN bank account
- c) Draft purchase contract to be signed

The Permanent Representative  
  
 Ioannis Miltiadis Nicolaidis

